**CERTIFICATION ON APPROPRIATIONS, FUNDS AND OBLIGATION OF ALLOTMENT**

**(CAFOA)**

*INSTRUCTIONS*

1. The CAFOA shall be prepared by the head of the requisitioning office/unit.
2. It shall be supported with payrolls, purchase request, etc.
3. This form shall be accomplished as follows:
   * The Head of the Department making the request shall sign the Request portion; the Budget Officer shall sign the certification as to the existence of appropriations; the Treasurer, as to the availability of funds; and the Accountant, as to the obligation of allotment.
   * The Accountant shall assign a number to each CAFOA in the following manner:
     1. Serial Number (4 digits) ----------- 0000
     2. Month (2 digits )--------------------- 00
     3. Year (2 digits) ----------------------- 00
     4. Fund Code (3 digits) ---------------- 000
   * Posting to the registries/subsidiary ledgers shall be made by the Accounting Unit. Any excess certification shall be adjusted by posting the amount in the credit column in parenthesis to bring the balance to zero.
   * CAFOAs which have been fully liquidated or with zero balances shall be filed separately from those with unliquidated CAFOAs.
4. It shall be accomplished in six copies to be distributed as follows:
   * Original – Budget Officer
   * Duplicate – attached to the disbursement voucher
   * 1 copy – to COA, thru Accounting Office
   * 1 copy – to the Accounting Office
   * 1 copy – to the Treasurer’s Office
   * 1 copy – to the Requesting Office